

## **3.2 Scope of Work - Requirements**

3.2.1 General Requirements: The Contractor shall administer an effective applicant screening process, working closely with the Commission. An estimated number of screenings is provided in Attachment F, the Bid Form. The Contractor shall screen applications within 10 Business Days from receipt by the Commission. If the Contractor fails to complete screenings within 10 Business Days, the Commission may give additional work to the Secondary Contractor (see Section 1.15). Contractor shall have a secure method for the Commission to order searches and shall have a secure method for the Commission to view on-going progress and completed searches.

### **3.2.2 Specific Requirements:**

3.2.2.1 **For Applicants who are Individuals:** The Contractor shall be able to provide background screening services for individual applicants and shall include:

1. Social Security Number Trace / Address History Locator
2. County Criminal Records History in Maryland: 10 Year Scope
3. County Criminal Records History not in Maryland: 10 Year Scope
4. Misdemeanor Search
5. Federal Criminal Records History: 10 Year Scope
6. Multi-State, Multi-Juris Criminal Records Database search for Criminal and Sex Offender records, OFAC, Domestic and Global Terrorist and Wanted lists
7. DOJ National Sex Offender Records Search
8. Professional License/Certification Verification
9. Credit Report
10. Driver's Record Abstract
11. Education Verification
12. Employment Verification:

3.2.2.2: **For Applicants that are Entities:** The Contractor shall provide background screening services for business applicants that shall include:

1. Employer Identification Number (EIN) Verification
2. Maryland County Civil History Court House Searches including Bankruptcies, Liens, Judgments Searches;
3. Dun & Bradstreet Report;
4. Business Credit Reports;
5. Fictitious Name Filing
6. Business License Verification.
7. Federal Excluded Parties Listing System
8. Financial Institution Sanctions Search
9. Business Location Address Verification